

U.S. Embassy, Beirut – Human Resources Office  
Vacancy Announcement  
U.S. Agency for International Development  
Development Program Specialist  
(Full Performance Level)  
ANNOUNCEMENT NUMBER: 173/16

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** U.S. Agency for International Development (USAID), Development Program Specialist, FSN-10

**OPENING DATE:** December 29, 2016

**CLOSING DATE:** January 11, 2017

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Ordinarily Resident (OR): LL 54,603,549.00 basic per annum(starting salary) (Benefits are paid in addition to salary), (Position Grade: FSN-10)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED LEBANESE RESIDENCY AND/OR WORK PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Beirut is seeking an individual for the position of Development Program Specialist in the U.S. Agency for International Development Office.

Note: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

**BASIC FUNCTION OF POSITION**

Incumbent serves as a Development Program Specialist in USAID/Lebanon's Program Office and represents it as a full member of one or more objective teams of the USAID/Lebanon program which currently has a portfolio of about \$109million. Works independently under the general supervision of the USDH Program Officer who mentors and monitors the work of the incumbent. performs the full range of program support duties including providing advice and guidance to technical offices on a broad range of implementation issues. S/he is responsible for the preparations/data gathering needed for the Performance Report and s/he is the Contracting Office Representative (COR) for the Mission's Monitoring and Evaluation (M&E) contract. S/he performs analysis, evaluation and program monitoring duties for USAID/Lebanon's program. This responsibility focuses on all aspects of the missions' Objectives which include but not limited to governing justly and democratically, investing in people, and Economic Growth, in coordination with the FSN Development Program

Specialist, s/he manages the Mission-wide semi-annual portfolio review exercise and reporting assignments related to monitoring and evaluation.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: University degree in Business Administration, International Business, Economics, Sociology, Political Science, and Social Sciences.

Experience: At least five years of progressively responsible professional experience in program design, implementation, monitoring, analysis, research and reporting (in written & oral form) on economic or social development activities and/or development assistance. Prior work experience must include collaborative assignments in an office setting.

Language: English & Arabic requirements: Level IV –Fluent in both the languages

Knowledge: A thorough knowledge of the Lebanese socioeconomic structure and institutions; and the institutional structure of the Lebanese and public sectors, and political environment in which the operate. A good understanding of monitoring and evaluation.

- Skills & abilities
- Excellent analytical skills to interpret data from different sources.
  - Initiative and resourcefulness to identify and assess complex socioeconomic development problems, policies and programs; provide sound and viable recommendations on program direction and appropriate technical assistance; and manage selected consultants to undertake analysis and program evaluations.
  - Excellent interpersonal skills to develop and maintain a wide range of senior level contacts in government and private sector circles.
  - Excellent English language writing skills to prepare precise and accurate factual And analytical reports.
  - Skills in using computers and related software in analytical and statistical work.

**Evaluation Criteria: (Points indicated are maximums assignable per rating category)**

1. Experience:	25%
2. Language:	20%
3. Knowledge:	25%
4. Skills and Abilities:	30%
TOTAL:	100%

**FOR FURTHER INFORMATION:**

The complete position description listing all the duties and responsibilities may be obtained by contacting e-mail address: [usaidbeirutemployment@state.gov](mailto:usaidbeirutemployment@state.gov) .

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

## **HOW TO APPLY**

Interested candidates for this position must submit the attached Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). **Please note that applications without the completed DS 174 will not be considered.**

Additional documentation may be requested if applicant is selected for an interview.

**SUBMIT APPLICATION TO:** [usaidbeirutemployment@state.gov](mailto:usaidbeirutemployment@state.gov)

(please indicate "Vacancy no.173/16 and Title: USAID/Development Program Specialist in the subject line of the email).

## **DEFINITIONS**

**Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within Lebanon; and,
- Is subject to Lebanese employment and tax laws.

**CLOSING DATE FOR THIS POSITION: January 11, 2017**

The US Mission in Lebanon provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.